

VACANCY ANNOUNCEMENT

(Announcement Number: 15-38)

The U.S. Embassy in Kathmandu is seeking an individual for the position of Information and Resource Center (IRC) Director.

OPEN TO: All Interested Candidates

POSITION: Information and Resource Center (IRC) Director

OPENING DATE: August 7, 2015

CLOSING DATE: August 21, 2015

WORK HOURS: Full-time; 40 hours/week

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTION OF THE POSITION

The incumbent is responsible for supervision, management, strategic planning, and expansion of American Spaces (American information center where visitors can connect and learn about the United States) throughout Nepal. The incumbent coordinates American Space programs and outreach activities to support and expand the mission's outreach in economic, social, educational and political spheres of Nepali society. The incumbent ensures that American spaces' collections are current, well maintained and the visitors are informed of the collections. The incumbent produces periodic activity reports about the American Space programs in Nepal and advises the Public Affairs Officer on all staffing, programming, and financial matters related to the American Space program. The incumbent develops and maintains contacts within the cultural, educational, political, and alumni communities throughout Nepal.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Bachelor's degree in liberal arts, education, international affairs, communications, library science, political science, or American studies is required.
2. Minimum five years of progressively responsible experience in the field of administration, NGO management, educational/cultural institution management, media, event planning for cultural and educational activities, and/or library sciences is required. At least one year of supervisory experience is required.
3. Level IV (Fluent) speaking/reading/writing English is required. Level IV (Fluent) speaking/reading/writing Nepali is required.
4. Thorough knowledge of Nepali cultural norms, institutions, education system, political parties, social movements, economy, and outreach infrastructure is required.

Good Knowledge of library and information science, including software and other online information resources is required. Good knowledge of American government, culture, society, and values is required. Knowledge of the Department of State educational, cultural, and exchange programs is required.

5. Strong interpersonal skills to develop and maintain extensive contacts in cultural, governmental, and educational circles are required. Strong oral communication skills to articulate program goals and objectives to American and Nepali counterparts are required. The ability to use social media platforms like Facebook, Twitter, and YouTube is required. The ability to use various Windows-based computer applications such as MS Outlook, MS Excel and MS Word is required.

TO APPLY

Interested applicants must submit Application for Employment as a Locally Employed Staff (DS-174) or a current resume or CV that provides all information as found in the DS-174, and copies of other documentation (e.g., certificates, awards, copies of education certificates) that address the qualification requirements of the position. The DS-174 can be downloaded from the US Embassy website:

http://nepal.usembassy.gov/about_the_embassy/job-opportunities.html

SUBMIT APPLICATION TO

Email: Recruitktm1@state.gov (write “Application for IRC Director” in the Subject Line)

Or

Human Resources Office
G.P.O. Box 295
Kathmandu, Nepal

(Please clearly mark your envelope as “Application for IRC Director”)

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Vacancy Announcements are distributed by the Embassy Human Resources Office, Ext. 4557 Contact the Human Resources Office for further details regarding this announcement